
**INFORMAL INVITATION FOR BID
CONTRACT FOR RABOUIN HIGH SCHOOL SENIOR PROM**

INVITATION/INSTRUCTIONS Bid no. 682001-2016121101

1. Facsimile bids, subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted bid closing time and then publicly opened for furnishing the items and/or services as specified.
2. YOUR BID SHOULD BE MADE ON THE ATTACHED FORM(S) AND RETURNED WITH THIS "INVITATION" BY MAIL TO THE ADDRESSED LISTED HEREIN OR BY FAX TO THE RECOVERY SCHOOL DISTRICT PURCHASING OFFICE AT (504-872-0632).
3. Faxed alterations to bids will be considered provided they have been received in this office prior to bid closing time.
4. Any bid received after bid closing time will not be considered.
5. ALL PRICES ARE TO BE QUOTED COMPLETE AND FOB RSD, NEW ORLEANS, LA., unless otherwise stated in specifications by the District.
6. All prices must be firm unless otherwise stated by District.
7. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
8. Unless otherwise specified all bids shall be binding for 30 calendar days from bid closing time.
9. If unable to bid, return only cover sheet marked, "No Bid" with signature in order to remain on bidder's list.
10. Telephone inquiries may be directed to purchasing department with above bid number.

Date December 11, 2009

**BID
PLEASE FILL IN ALL BLANK SPACES**

In compliance with the above invitation to bid and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within _____ days from bid closing time to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Bidder _____ Address _____
Name of Firm Street or P.O. Box

By _____
Signature City, State, Zip Code

Title _____ Phone Number () _____
Typed name

Fax Number () _____

NOTE: out of state firms that may be awarded an order as a result of this bid agree to signing a certificate stating: "I hereby certify that I have paid to the state and its political subdivisions all taxes duly assessed by the state of Louisiana and its subdivisions, including Franchise Taxes, Privilege Taxes, Sales Taxes and all other taxes for which I am liable."

CONTRARY TERMS AND CONDITIONS, GOVERNING LAW: Submittal of any terms and conditions contrary to those contained within this Invitation for Bid may cause your bid to be rejected. By signing this bid, the bidder agrees that any terms and conditions which may be included in their bid are nullified and agrees this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

AUTHORIZED SIGNATURE: In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the District.

By signing this bid, the bidder certifies compliance with the above.

AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION CLAUSE: You are hereby notified that, during the performance of this contract, the successful bidder (contractor or vendor) must comply with all federal, state and local laws, including those which prohibit discrimination because of race, color, national origin, religion, sex, age, disability or veteran status. See, e.g., The Civil Rights Acts of 1964, The Age Discrimination in Employment Act of 1967, The Civil Rights Act of 1968, The Education Amendment Act of 1972, The Rehabilitation Act of 1973, The Federal Energy Administration Act of 1974, The Energy Reorganization Act of 1974, The Vietnam Era Veteran's Readjustment Act of 1974, The Energy Conservation and Production Act of 1976, The Americans with Disabilities Act of 1990 and Executive Order 11246, as amended.

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INFORMATION FOR BIDDERS AND GENERAL CONDITIONS - FACSIMILE BIDS

Read Carefully

1. GENERAL CONDITIONS

Bidders are required to submit their bids upon the following expressed conditions:

QUALITY: Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality is measured by accepted standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURERS' TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE DISTRICT. THE USE OF A BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. ANY BIDDER PROPOSING EQUAL PRODUCTS SHOULD SUBMIT WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE INCLUDING BROCHURES AND PICTURES DEPICTING PROPOSED EQUALS. IF POSSIBLE. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by District.

PROPOSAL: The proposal should be submitted on the forms furnished for that purpose or on exact copies thereof. In case of an error on extension, the unit price shall prevail.

DELIVERY OF BIDS: The bid should be faxed to the Purchasing Office, RECOVERY SCHOOL DISTRICT, New Orleans, LA at (504)872-0632, where it will be placed in a sealed envelope. The cover sheet should be marked "Proposal" with the name and number of bid, time and date of bid opening, the name and address of the bidder. The enclosed cover sheet may be used. The bid must be received in the Purchasing Office not later than the time and date as shown on Invitation, Bid and Acceptance. The District reserves the right to reject any or all bids and to waive informalities.

INTERPRETATION OF DOCUMENTS: If any bidder contemplating submitting a bid is in doubt as to the meaning of any part of the specifications, bidder may submit a written request for interpretation. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be mailed or delivered to each person receiving a set of the documents. The District will not be responsible for any other explanation of the documents.

AWARD: Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation for Bid.

LOUISIANA PREFERENCE: A preference will be given to materials, supplies and provisions produced, manufactured, assembled, grown or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the District.

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BID OPENING TIME: 10:00 A.M.

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ACCEPTANCE OF PROPOSAL: Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the District.

PAYMENT: Assuming there is no prompt payment discount provision, payment will be made within 45 days from receipt of products in satisfactory condition, or within 45 days from receipt of the invoice, whichever is later.

LEGISLATORS PROHIBITED: According to LSA-R.S. 42:113(D) the District is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories on its bid proposal form.

AUDITORS

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the District's auditors shall have the option of auditing all accounts of the contractor which relate to this contract.

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2. INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's proposal.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability "occurrence" coverage form CG 00 01 (current form approved for use in Louisiana). "Claims Made" form is unacceptable.
2. Insurance Services Office form number CA 00 01 (current form approved for use in Louisiana). The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers, or 2) the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
 - a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of

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activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor.

The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.

- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, employees, Boards and Commissions or volunteers.
- c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of A-: VI or higher. This rating requirement may be waived for workers' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

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4. INDEMNIFICATION AGREEMENT

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the Recovery School District, the State, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its agents, or its employees. However, the contractor shall have no obligation as set forth above the respect to any claim or action from bodily injury, death or property damages arising out of the fault of the Recovery School District, State, its officers, its agents or its employees.

5. GENERAL SPECIFICATIONS:

The Recovery School District, Office of Procurement and Contracting, is seeking bids/proposals for L.E. Rabouin High School Prom.

Please quote prices for Senior/Junior Prom for approximately 200 students and adult chaperones on MAY 14, 2010, starting at 8 p.m. and ending at Midnight

Contractor must supply at a minimum the following:

-
- Facilities/ballroom style to accommodate approximately **350 people**
- Room rental to be included in price
- Facilities should include a dance floor A minimum of 35 round tables to seat 10 people ea. (Chairs and tables)
- Center piece for tables (**describe in bid response**)
- China, glassware and silverware
- White table linen
- Service Staff to supervise stations and replenish when needed or at the request of school staff and to serve food and beverages
- Adequate amount of Off-Duty Police Officers for Security (should be based on number of guest) Bidder should specify in bid
- Microphone and sound system
- Specified area or space needed for DJ or band
- Specified area or space needed for photographer-photo station

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Listed below is an example of the type of menu the school prom committee is interested in. Bidders are encouraged to include their priced menus with their bid.

Buffet Menu Featuring four components or comparable items:

A Reception Station featuring:

- Jambalaya
- Gumbo
- Mini Mufaletta
- Mini Poboys
- Meatballs
- Dip and Chips
- Fried Chicken Drumettes,
- and an assortment of fruit and cheese tray

Carving station featuring:

- Turkey breast
- Ham
- Fresh rolls
- Condiments - mustard, mayonnaise, ketchup, hot sauce, sour cream, barbecue sauce, etc.

Beverage station featuring:

- Assorted soft drinks
- fruit punch (non-alcoholic beverages)

Dessert Station

- Featuring an assortment of cookies, Brownies and Blondies

Other:

Decorations/Entertainment will be provided by school's prom committee.

The prom committee, as well as, students and staff responsible for decorating, must have access to facility the morning of the event date in order to decorate

Can you comply with the above requirement: Yes_____ No_____

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Bidders' proposal should be a per head basis based on the maximum guest noted above, and a total amount, with other recommended/optional services if necessary. Bidder should provide cost for any additional services provided, as well as, menu choices.

The Recovery School District reserves the right to inspect the bidder's facilities prior to award. Award may be based on the inspection results.

The bidder may also be required to provide samples of their food for taste evaluations.

Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation for Bid and offers the best value, as well as other factors such as:

- Venue
- Menu
- Value added Services

Bidders may address all inquires and correspondence to:

Christy Dixon
Procurement Specialist
504-373-6200 ext. 20056
Fax: 504-872-0632
Email at Christy.Dixon@RSDLA.NET

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PRICE SCHEDULE

ITEM 1- PROM FACILITIES AND FOOD SERVICE

JUNIOR/SENIOR Prom for approximately 350 students. Contractor must supply facilities, security and food as described above

Price per Person \$_____each

Total Extended Price Based on 350 people \$_____

Number of Off-Duty Police Officers for Security _____

Approximate size of dance floor (_____ x _____ x _____ x _____)

REMARKS:

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PROPOSAL FOR FACSIMILE BID FOR THE Recovery School District

NEW ORLEANS, LOUISIANA

FAX # (504) _____

PHONE # (504) _____

PROPOSAL FOR: Rabouin Junior/Senior Prom
DUE DATE: December 18, 2009, AT 10:00 A.M.
FACSIMILE BID NUMBER: 682001-2016121101

THIS BID IS FROM

FACSIMILE BID NUMBER 682001-2016121101
BID OPENING DATE: December 18, 2009
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**CONFIDENTIAL
TO BE PLACED IN SEALED ENVELOPE UPON RECEIPT**

IMPORTANT MAILING INSTRUCTIONS:

MAIL OR DELIVER TO: RECOVERY SCHOOL DISTRICT
PURCHASING & CONTRACTS
1641 POLAND, ROOM 5C
NEW ORLEANS, LA. 70117

MARK ENVELOPE: "BID TO FURNISH RABOUIN JUNIOR/ SENIOR PROM"
BIDS TO BE OPENED: DECEMBER 18, 2009 AT 10:00 A.M.